

Train the Trainer

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Objectives

Presentation structure

Using presentation tools

Different presentation techniques

Troubleshooting

General structure

Introduction: get people engaged

Summary: tell them what to expect

Body: deliver the message

Closing: tell them what to do

Using props

Power Point, slides, overheads

Flip charts

Video, CDs

Handouts

Power Point

sarcasm

Power point is an amazing tool to use in training sessions. It makes you look like a tech genius, it's got all these cool backgrounds and **colors** you can use, plus sound effects. It's a great way to pack a lot of information into a few pages of stuff. The other day, my cat decided to walk on my keyboard. **Here is what she wrote:**

Oaaljlkjdfap000lkjkmzsjd;fajdojfakjdfakdj.

She's so cute? You'd like her.

Her name is **Emmie**

Power Point

Rule of six: Six
words per line;
Six lines per slide

- Keep all either horizontal or vertical.
- **Best colors**: black, blue, red

Easy transitions

Flip charts

Use key words

Alternate pages

Secret notes in pencil

Handouts

Before session

After session

Video, CDs, DVDs

Preview

Queue it up first

Test audio levels, sight lines

Your obligations

Start on time; end on time

Know what you want to say, how you want to say it

Practice in front of mirror, dog, friend or camera

You

Attire

Your hands, feet, eyes

Direct your energy at audience

Sit or stand?

The squishy stuff

Approach

Problem participants

Trouble shooting

Closing

Close on your terms: Quote,
call to action, summarize

Thank them!

Closing

Live as if your were to die tomorrow. Learn as if you were to live forever. -- Gandhi

Training session worksheet

What is my message?

What is the best approach?

How much time do I need?

What is group's knowledge level?

What is the relevance of the message?

What problems might arise in understanding my message?

How can I overcome them?

What examples do I want to use?

(see additional handouts)